



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: January 26, 2011

TO: Michigan Repair Facilities and Mechanics

FROM: Michigan Department of State
Dealer and Repair Resource Section

SUBJECT: 2011 Repair Facility and Mechanic Training

The Bureau of Regulatory Services offers training to help repair facilities and their employees with the basic requirements of the Motor Vehicle Service and Repair Act and to answer their questions. There are no course registration fees.

- Registration is first come, first served.
- Class size is limited – register early!
- Picture ID is required for entry into the buildings where training is held.
- Who should attend?
 - Repair facility owners, managers, service advisers and technicians.
- What will be covered?
 - The basics!
 - www.Michigan.gov Web site
 - Repair Facility Manual
 - Proper written estimates and final invoices
 - Record keeping requirements
 - Repair facility and mechanic responsibilities
 - Common mistakes to avoid
 - Other basic requirements
 - Your questions.
- Pre-register by calling the Dealer and Repair Resource Section at 517-373-6993.

Training Dates, Times and Locations:

Date:	Day:	Hours:	Location:
March 21, 2011	Monday	1:00 pm – 4:00 pm	Operations Center, Lansing ¹
April 19, 2011	Tuesday	1:00 pm – 4:00 pm	Operations Center, Lansing ¹
May 17, 2011	Tuesday	1:00 pm – 4:00 pm	Operations Center, Lansing ¹
June 28, 2011	Tuesday	1:00 pm – 4:00 pm	Operations Center, Lansing ¹
July 19, 2011	Tuesday	6:00 pm – 9:00 pm	Kent Career/Technical Center ²
August 16, 2011	Tuesday	6:00 pm – 9:00 pm	Oakland/Technical Campus ³

¹ Operations Center, 7285 Parsons Drive, Dimondale 48821 (**go to building #4, on map #2**)

² Kent Career/Technical Center, 1655 East Beltline, N.E., Grand Rapids 49525

³ Oakland/Technical Campus Southwest, 1000 Beck Road, Wixom 48393